

## JOB INFORMATION

<b>Agency Name:</b>	Department Of Fire Services
<b>Official Title:</b>	Personnel Officer II
<b>Functional Title:</b>	Assistant to the Director of Human Resources
<b>Occupational Group:</b>	Personnel
<b>Position Type:</b>	Non-Management Civil Service
<b>Full-time/Part-time:</b>	Full-Time
<b>Salary Range:</b>	\$43,379.44 to \$62,769.98
<b>Bargaining Unit:</b>	06
<b>Shift:</b>	Day
<b>Number of Vacancies:</b>	1
<b>Confidential:</b>	Yes
<b>City/Town Location:</b>	Stow
<b>Facility Location:</b>	Stow
<b>Region:</b>	Central
<b>Application Deadline:</b>	09/23/2006
<b>Posting ID:</b>	11206

### Duties:

The basic purpose of this position is to ensure that agency personnel functions are in compliance with established laws, rules, policies, regulations and contractual agreements. The incumbent in this position performs personnel functions including planning of recruitment activities; interviewing applicants for employment acquiring information regarding job content and performance criteria for agency staff; providing information regarding civil service rules, promotional opportunities; reviewing and processing requests for personnel actions; maintaining agency personnel records; processing payroll, processing employee grievances, representing the agency at the Civil Service Commission and step 3 Grievances, and performing related duties as required.

1. Supervises professional staff engaged in HR activities, including processing staff and contractor personnel and payroll transactions (including time and attendance) on HR/CMS. This includes reviewing audit reports as well as training staff in payroll processes and procedures. Develops payroll training for HR staff and division HR and payroll liaison staff.
2. Supervises HR staff handling recruitment and hiring processes activities, such as posting jobs and placing ads and hiring contract employees.
3. Holds orientation meetings with new employees, promoted employees and their supervisors. Meetings include the completion of required paperwork; review of benefits, health insurance, employee handbook, collective bargaining agreements, Civil Service, and the probationary period. Meetings conclude with a review and signing of Form 30; discussion and scheduling of EPRS.
4. Handles employee grievances and provides management guidance on the processing and handling of employee grievances.
5. Handles classification appeals and represent the agency at the Civil Service Commission hearings.
6. Participate in the development of collective bargaining strategy and proposal for DFS management team.
7. Represent DFS at labor-management negotiations, including handling of grievances and dispute resolutions.
8. Responds to employee and management inquiries regarding salary, benefits, job title, contract and discipline issues, etc.
9. Determines salaries for union and management employees upon hire, promotion, demotion and transfer.
10. Develops and reviews proposed job descriptions and titles for proper classification for both new and existing positions. Edits existing Form 30's and makes modifications. Gathers

information about jobs through interviews with job incumbents, desk audits and survey administration.

11. Oversees recruitment efforts including: developing and placing advertisements; posting vacancies on CEO; distribution of vacancy announcements and job postings; maintenance of applicant lists and resumes; and participation on Selection Committees. Coordinates this process with staff in each division, and participates in job fairs and outreach.

12. Evaluates positions using the Hay system. (Incumbent has been trained by HRD's Organizational Development Group)

13. Develops, revises, and advises management about reports from data in HR/CMS, Document/View Direct, Warehouse to Division Managers, e.g., Quarterly Leave Balance Reports; Vacation Use or Lose Report; Annual Sick Leave Used Report, etc.

14. Coordinates the Employee Performance Review System (EPRS), including presentations for Stages A, B and C, and working sessions with new managers and new supervisors.

15. Conducts classification appeal desk audits/hearings; gathers information pertinent to the classification process; and recommends classification decisions.

16. Coordinates human resources special projects, e.g. Quarterly visits by Deferred Comp representatives, etc.

17. Coordinates Annual Group Insurance Commission Open Enrollment.

18. Coordinates Performance Recognition Program for DFS, working with the selection committee and the HRD coordinator.

19. Acts as benefits administrator for DFS, advising employees about benefits and rights, coordinating all benefit programs for DFS employees, including Deferred Comp, HCSAs, Retirement Benefits, Alternative Work Options, etc.

20. Acts as payroll administrator for DFS, ensuring accuracy of payroll and resolving any issues or problems.

21. Administers civil service rules and regulations for DFS employees

22. Coordinates workers' compensation cases for DFS.

23. Coordinates the Extended Illness Leave Bank Program for DFS.

24. Processes all hiring packages and salary requests and enters transactions on HR/CMS.

25. Trains new staff in policies and procedures.

26. Coordinates regular and contractor payroll for DFS staff.

27. Handles payroll problems for regular and contract staff, arranging for dynacash when necessary.

28. Represents the agency by attending meetings and presentations, such as Group Insurance Commission's Open Enrollment meeting. Comptroller's Payroll User Group meeting, HR/CMS meetings, etc.

29. Confers with HR professionals and managers from other departments on issues of mutual interest.

30. Performs other duties as required, including compiling information, researching issues, copying, faxing, drafting correspondence, and responding to any HR inquiries from within or outside DFS.

### **Qualifications:**

**MINIMUM ENTRANCE REQUIREMENTS:** Applicants must have at least (A) three years of full-time, or equivalent part-time professional experience in personnel work. or (B) any equivalent combination of the required experience and the substitutions below.

### **Substitutions:**

I. A Bachelor's degree or higher may be substituted for a maximum of two years of the required experience.\*

II. A Graduate degree with a major in Personnel Management, Personnel Administration or Public Administration may be substituted for the required experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**SPECIAL REQUIREMENTS:** Possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

**Preferred Qualifications:**

1. Knowledge of the principles, practices and techniques of supervision.
2. Knowledge of English language, including spelling, word meaning and usage.
3. Knowledge of business and public administration and management.
4. Knowledge of HR methods, principles and practices.
5. Knowledge of HRD's policies and procedures.
6. Knowledge of the Hay system of job evaluation.
7. Knowledge of interviewing techniques.
8. Knowledge of the principles and practices of benefits administration.
9. Knowledge of the principles and practices of recruitment.
10. Knowledge of job classification and staffing principles and practices.
11. Knowledge of the methods of general report writing.
12. Ability to analyze information, draw conclusions and make appropriate recommendations.
13. Ability to perform mathematical calculations to determine salaries, percentages etc.
14. Ability to write concisely, to develop thoughts in logical sequence and to express ideas clearly.
15. Ability to exercise sound judgment.
16. Ability to adjust to changing situations to meet emergency or changing requirements.
17. Ability to understand, apply and explain the laws, rules, regulations, policies, procedures, and guidelines governing assigned unit activities.
18. Ability to maintain accurate records.
19. Ability to exercise discretion in handling confidential information.
20. Experience using Microsoft Office Products, especially Word, Access and Excel; and demonstrated skills in this software as well as Lotus Notes.

**Comments:**

This is a civil service position.

There is no eligible list for this title, all applicants must take and pass the next Civil Service Exam for this title when administered

**How to apply:**

Submit Cover Letter, Resume and Application to:

Human Resources

Department of Fire Services

P.O. Box 1025

State Road

Stow, MA 01775

Telephone: (978) 567-3146

E-mail: Marilyn.Nieves@state.ma.us

Please download application from DFS website [www.state.ma.us/dfs](http://www.state.ma.us/dfs) and click on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs/>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112

**Agency Web Address:** <http://www.mass.gov/dfs>

**Affirmative Action Officer:** Mr. Thomas Leonard, (508) 567-3112